REGISTRATION - TERMS & CONDITIONS
FOR INDIVIDUALS

REGISTRATION DEADLINES
• Early-bird Registration fees will apply until Monday, 17 February 2020 midnight GMT+2.
• As of Tuesday, 18 February 2020, midnight GMT+2, the Regular registration fee applies for
every new registration.
• After Tuesday, 5 May 2020 midnight GMT+2, and on site, the Late registration fee applies for
every new registration.

CONFIRMATION
Upon completion of your online registration, you will be sent a confirmation by email. The confirmation
is sent to the email address provided on the registration form and will show whether we have received
your payment and will include an invoice.

PAYMENT CONDITIONS
All costs referred to, are in US Dollars (USD). All payments must be made in US Dollars; no other
currency will be accepted. Full payment is due for the registration fees. No registration confirmation or
invitation letter will be sent until the required payment has been received.

PAYMENT BY CREDIT CARD
The online registration platform is a secured site. In the online platform you can pay with credit card
bank transfer until 26 June 2020. VISA, MasterCard and AMEX are the only credit cards accepted.
Please enter all relevant information on the registration form. Upon completion of the online registration
process, you will receive a paid invoice (receipt) or a payment request as per bank transfer option by
email.

INVOICE
Only digital versions of invoices will be sent to participants upon completion of the registration. The
invoice will be issued using the contact details provided on the registration form so please make sure
you have provided us with the correct information.

REGISTRATION MODIFICATION & CANCELLATION CONDITIONS
In the event of cancellation, written notification must be sent by email to woc@icowoc.org. The following
refund conditions apply:
• For cancellations received up until Tuesday, 5 May 2020 midnight GMT+2, fees will be
  refunded less US$ 100 for administrative costs.
• For cancellations received after Tuesday, 5 May 2020 midnight GMT+2, the registration fee
  will not be refunded for cancellations or no-shows.

INVITATION LETTER FOR VISA APPLICATION
If you are unable to attend the congress because you were denied a visa, you will be granted a refund
only if you submit a copy of your visa rejection letter and proof that you applied for a visa no later
than 27 March 2020. Attendees requiring a visa are encouraged to apply as soon as possible.
If you meet these conditions, a refund will be issued less the cancellation administrative fee above. Please note that no refunds will be issued for additional fees paid for express shipping of invitation letters and/or Accompanying Person registration cancellation due to visa denial.

REGISTRATION SUBSTITUTION CONDITIONS
Name changes will be accepted, an administrative fee of USD $50 will be charged. For each name change you must notify the WOC2020 Organizer by sending an e-mail to: WOC@icowoc.org. Name change participants agree to take over all booked program items of the originally registered participant.

BADGE REPRINT CONDITIONS
If a badge is lost or forgotten, an administrative fee of USD $25 will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification document).

REGISTRATION REFUND CONDITIONS
Refunds will be processed 3-5 weeks after the congress. Without exception, all valid requests for refunds must be received in writing no later than 5 days after the end of the congress.

AGE LIMITATION
Please note that underage children are not allowed access into the exhibition hall nor the scientific sessions.

PHOTOGRAPHY, AUDIO AND VIDEO RECORDING
WOC2020 is held in a public space, therefore we do not prohibit participants, exhibitors, sponsors, news organizations and other companies from photographing or video or audio-taping activities. WOC2020 reserves the right to photograph and videotape the congress and participants and to use such photographs and videos in any internal and external communication referring to the congress or WOC2020, such as on its websites and intranet, or other publications. By registering you consent to such uses.

BADGE SCANNING
You may be asked to scan your badge either at exhibit booths and/or session rooms but please note scanning of your badge is optional. When your badge is scanned by exhibitors and/or sponsors during WOC2020, you are opting-in to receiving communications from that entity. You will be subject to their communications and privacy policy and must opt-out with them directly.

DATA PROTECTION
By registering to this event, you agree that your personal data will be processed by WOC2020 and the Congress Organizer, for registration and handling purposes, and to send you information in connection to ICO events. If you do not submit the data indicated as ‘required’, we cannot complete your registration. You have the right to access and rectify your personal data by contacting the Congress Organizer (MCI Amsterdam) by email to (woc@icowoc.org).
PRIVACY STATEMENT
For information about our privacy policy, see http://www.icoph.org/privacy_policy.html
To request that we remove your name from future print mailings, send a written request, specifying the
name, company name and address you are requesting to have removed from the mailing list, to
woc@icowoc.org
By registering for WOC2020, you are allowing the ICO to communicate with you via email, text and
social media (depending on what information is shared with the organization).

FORCE MAJEURE
The Organizers are not responsible for either the partial or total non-execution of the contract in the
event of accident, an act caused by a third party, such as Acts of God including, without limitation,
credible threats of natural disaster in the geographic vicinity of the Venue, war, curtailment or
interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel
advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel
Warning by the World Health Organization or any other cause comparable events or disaster beyond
the parties’ control which prevents the Venue from accommodating the WOC2020 participants for the
event or if for the same reasons the event is cancelled.

CULTURAL NIGHT CANCELLATION CONDITIONS
Cancellations can be made free of charge until 5 May 2020 midnight GMT+2. After this
date, no refunds will be possible.

CULLINAN/GROSVENOR TOURS, the official tour provider, reserves the right to cancel or modify the
networking program if the minimum participation is not attained or due to factors beyond the control of
the organizers. In the event of such cancellations, any excursion payments will be refunded after the
congress.

INSURANCE AND LIABILITY
It is recommended that participants obtain adequate cover for travel, health and accident insurance
before they depart from their country. The WOC2020 Organizer (MCI Amsterdam) cannot accept
responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress
participants and accompanying persons.

The WOC2020 Organizer (MCI Amsterdam), CULLINAN/GROSVENOR TOURS and the congress
venue are not responsible for either the partial or total non-execution of the contract in the event of
accident, natural disaster (either threatened or actual) in war, curtailment or interruption of transportation
facilities, threats or acts of terrorism, governmental travel or terrorism advisory, Strikes, Lock out,
civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause beyond
the parties’ control which prevents the venue from accommodating the WOC2020 participants for the
event or if for the same reasons the event is cancelled.

The Organizers may at their entire discretion repay the delegate fee or Service Charge paid by the
Delegate or Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such
Delegate fee or Service Charge, and shall be under no liability to the Delegate or Exhibitor in respect of
any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may
be brought against or suffered or incurred by the Delegate or Exhibitor, as the result of the happening
of any such event.